

Virginia Board of Long-Term Care Administrators

Procedures for Auditing Continuing Education

1. The Department of Health Professions Board of Long Term-Care Administrators audits a random sample of licensees to investigate compliance with the Board's continuing education requirements and reports the results of the audits to the Board.
2. Board staff reviews each audit report and either:
 - a. Sends a letter of appreciation for cooperation with the audit and for compliance with the Board's requirements to the licensee and files the audit record; or,
 - b. Opens a case for probable cause, and
 - c. Includes renewal applications to show if the assurance of compliance is checked.
3. The Board's Informal Conference Committee reviews each opened case for probable cause and decides to either:
 - a. Close the case for substantial compliance or in response to explanatory information provided by the licensee;
 - b. Issue a pre-hearing consent order specifying the sanctions:
 1. Fine \$100 per missing credit hour,
 2. Fine \$300 for a fraudulent renewal certification, and
 3. Require submission of proof of completion of the missing credit hours within 90 days of entry of the order. This CE is to be in addition to the annual requirement for renewal; or,
 - c. Refer for an informal conference.